Government of Western Australia
North Metropolitan TAFE

Qualification national code and title	MSL40122 Certificate IV in Laboratory Techniques
Unit/s national code/s and title/s	MSL944002 Maintain laboratory or field workplace safety

Assessment # and title	Assessment Task 1 Knowledge questions	
Lecturer name	Jenny Goh ☐	Natalie Jordan ☒
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By completing and submitting this signed form to my lecturer, I am stating that:

a. The attached submission is completely my own work
b. I have correctly cited all sources of information used in this work (if required)
c. I have kept a copy of this assessment (where practicable)
d. I understand a copy of my assessment will be kept by the NMTAFE for their records
e. I understand my assessment may be selected for use in the NMTAFE's validation and audit process to ensure student assessment meets requirements

Student Signature		Date	

Assessor please note: Where verbal clarification has been sought from a student to gather additional assessment evidence from an assessment item, question/s and response/s must be recorded, signed, and dated by the assessor, against the relevant assessment item/s.

Submission 1 ☐ Assessment Result Satisfactory / Not Yet Satisfactory *(please circle)* Date: _____

To satisfy requirements for this assessment, you need to complete the following:

Feedback to student:

Submission 2 ☐ Assessment Result Satisfactory / Not Yet Satisfactory *(please circle)* Date: _____

To satisfy requirements for this assessment, you need to complete the following:

Feedback to student:

Student Feedback

Feedback from student:

Lecturer Signature: _____ **Student Signature:**

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Assessment type (☐):

☒ Questioning (Oral/Written)
☐ Practical Demonstration
☐ 3rd Party Report
☐ Other – Project/Portfolio (*please specify)*

Assessment Resources:

Student to supply:
Pen

Laptop

Assessor to supply:
Access to BlackBoard

Assessment Instructions:

This is an open book assessment. You are permitted to refer to lecture notes, handouts and study notes. You will be given access to relevant legislation, codes of practice, guidelines and Australian/ISO standards on BlackBoard

You are required to answer questions regarding laboratory safety.

You are required to answer all questions correctly to be deemed "satisfactory".

You have 2 hours to complete this assessment.

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Assessment Instrument: Knowledge questions

1. Define the following WHS terms:	S	NYS

a. Hazard A hazard is a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

a. Physical Hazard are actions, or conditions in the work environment that cause physical harm or injury. You do not necessarily have to be in contact with them.

b. Risk
Statistical chance of hazard hurting you or somebody else or causing some damage

c. Risk management
A proactive, logical and systematic process for managing safety and health risks in the workplace

2. List the five principles of WHS and environmental risk management	S	NYS

3. What is the purpose of a WHS management system? In your response include the Australian Standard that specifies the requirements for a WHSMS	S	NYS

Policy manual
Procedure
Work instruction guidelines
Records and forms

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4. Identify two (2) procedures/ techniques you use for each of the following: hazards identification and risk assessment.	**S**	**NYS**

	Procedures/ techniques
Hazards identification	
Risk assessment	• Once the hazards have been identified, the risk need to be assessed. This include determining: – Who will be affected and how? – How severe is the harm likely to be? (extreme, high, moderate, and low). – How likely is it to happen? (very likely, likely, moderate, unlikely and rare). – We use a risk matrix tool

5. The following make up the Hierarchy of Control measures for safety: *Administration, Elimination, Engineering, Isolation, Personal Protective Equipment, Substitution*	**S**	**NYS**

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Place the control measures in the correct order, from 1 to 6, starting with the most effective control category to the least effective. Provide a definition for each category and then give an example of how it can be applied in the laboratory.

#	Control	Definition	Example of application
1			
2			
3			
4			
5			
6			

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6. Consider the composition and characteristics of a workforce when answering the following: **(a) List three (3) composition or characteristic examples, and** **(b) For each example, describe a strategy to ensure WHS is managed effectively in the workplace.**	**S**	**NYS**

	(a) Workforce composition / characteristic example	**(b) Strategy to ensure WHS is managed effectively (i.e. a safe workplace)**
1		
2		
3		

7. Access the *Work Health and Safety Act 2020*, what are the legal obligations for each role?	**S**	**NYS**

a. “Primary duty of care’ of the employer (PCBU)

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b. 'Duty of care' of the worker

8. What are 2 *distinct* responsibilities for each of the following roles identified in the Work Health and Safety Act 2020 of Western Australia?	**S**	**NYS**

Employee (PCBU)	1. **primary duty of care** 2. give workers PPE and training to **use, clean and store it**
Workers	– 1. their own health and safety, and – 2. the health and safety of others
Contractors	– 1. supplying goods, material and substances with SDS – 2. Using dangerous goods and chemicals with SDS
Supervisors	1. link between management and workfoce 2. responsible for following the directions of management, implementing the site's safety and health management systems, and supporting the organisation's safety culture

9. List two people you may report hazards, incidents, near misses, or safety and environmental issues/ concerns to at NMAFE	**S**	**NYS**
1 supervisor		
2		

10. Identify 2 external sources you would go to for advice or information about WHS issues	**S**	**NYS**
1		
2		

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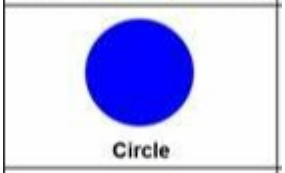
11. Complete the table below to explain the meaning of each signage type and provide an example of use in the NMTAFE Laboratories

S	NYS

Geometric shape	Meaning	Example of use in the lab
	prohibition	No drink, food, heels
	Mandatory action	PPE
	Warning	Biohazard, radiation
	Safe condition	Fjrst aid, emergency exit
	Fire	Fire extinguisher

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12. Briefly discuss the use in the laboratory, care and storage requirements for one category of PPE (eye and face protection, hand protection, hearing protection, or respiratory protection).	**S**	**NYS**

PPE category	**Discuss the following**
	Use
	Care
	Storage
	Australian Standard

13. Access the Western Australian WHS Act 2020, or relevant codes of practice to answer the following:	**S**	**NYS**

a. Identify two (2) occasions when a PCBU is required to consult the workforce

1.

2.

b. Who is permitted to ask the regulator to appoint an inspector to resolve a health and safety issue in the workplace?

c. Identify the four (4) types of WHS records and notices that must be kept by the PCBU

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1.	
2.	
3.	
4.	

14. In 100 words or less, discuss the legal requirements for privacy of WHS records in a laboratory. In your discussion, identify three (3) specific procedures that a workplace must have.	**S**	**NYS**

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15. Access the NMT Laboratories *RESPONDING TO AN EVENT SEVERITY MATRIX and NOTIFICATION SWI, located in the IMS on BlackBoard, to complete the table covering* the requirements and procedures for the following WHS and environmental situations.	**S**	**NYS**

	Requirement to report (when and to whom)	Workplace notification procedure / template
WHS and environmental hazards		
Level 2 WHS incidents, injuries, illness and near misses, and environmental issues		
Level 3 WHS incidents, injuries, illness and near misses; and environmental issues		
Safety and environmental issues or concerns		

16. Explain how the following workplace documents support WHS in the laboratory	**S**	**NYS**
a. Standard operating procedures (SOPs)		
b. Work instructions		
c. Laboratory manuals		

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d. Operator's manuals and manufacturers' operating manuals

17. Explain how the following Australian, national and international standards, guidelines and codes support WHS in the laboratory	**S**	**NYS**
a) AS/NZS 2982:2010 Laboratory design and construction		
b) Explanatory Information - Guide to Physical Containment Levels and Facility Types physical containment levels and facility types		
c) Code of practice: labelling of workplace hazardous chemicals, DMIRS 2022		
d) Australian Code for the Transport of Dangerous Goods by Road & Rail, 2022		
e) CODE OF PRACTICE Managing risks of hazardous chemicals in the workplace		

18. Discuss the four (4) key types of information provided in a safety data sheet (SDS).	**S**	**NYS**
1.		
2.		

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3.
4.

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19. Name two (2) appointed WHS personnel in a workplace that may assist you in the following emergency situations:	**S**	**NYS**

Evacuation from a building	
Injury	

20. Answer the following questions in relation to NMTAFE Laboratories, East Perth campus	**S**	**NYS**

a. What NMTAFE Laboratories document provides an overview of the site layout, emergency exits, firefighting equipment and first aid kit?

b. You hear the emergency tone preparing you to evacuate from the laboratory. Where do you go when you are directed to evacuate?

c. What two types of cutoff switches are located in every lab room where there is a fume cabinet?

d. What information is recorded to show the A Block Laboratory safety shower has been tested and is working?

e. What types of spills require a chemical spill treatment kit and where would you locate it? (room number)

f. Where can you locate the storage location for emergency PPE equipment?

g. Where is the Johndec fume control system panel located on each fume hood?

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21. According to the *Johndec fume control system (*for fume cabinets), identify three (3) situations that would cause the audible alarm to activate in order to prevent a potential emergency?	**S**	**NYS**
1.		
2.		
3.		

22. Describe how you would clean up a spill of sulfuric acid according to the below scenario (hint CCCCR):	**S**	**NYS**

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You are about to finish your shift in the acid digest laboratory when you realise there are some urgent samples needing to be digested before you go home. The dispenser which is used for the sulfuric acid dispensing has just run out of sulfuric acid. You begin to pour the sulfuric acid from the bulk 5L container into a 250mL beaker. While doing the task you spill the sulfuric acid on the bench and the floor.

END OF ASSESSMENT